
BID MANUAL

WILSON BUILDING SECOND FLOOR OFFICE RENOVATION

CITY OF RIVERDALE

7200 CHURCH STREET

RIVERDALE, GEORGIA 30274

VOLUME I OF I

August 29, 2016

Architect:



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INSTRUCTIONS TO OFFERORS

Bids will be received by the City of Riverdale, Georgia (herein called the "Owner"), at **971 Wilson Road, Riverdale, GA 30296** until 3:00 o'clock p.m., local time, the **September 30, 2016**.

Each Bid must be submitted in a sealed envelope, addressed to the City of Riverdale, 7200 Church St, Riverdale, GA 30274.

Each sealed envelope containing a Bid must be plainly marked on the outside as **Bid for City of Riverdale Wilson Building Second Floor Office Renovation** and the envelope should bear on the outside the name and address of the Offeror, and the Offeror's license number. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the Owner.

The Owner may reject any and all Bids. Any Bid may be withdrawn prior to the above-scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. No Offeror may withdraw a Bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Owner and Offeror.

The Advertisement for Bids is incorporated by reference as if fully set out herein.

PREPARATION OF BID

All Bids must be made on the separate Bid form furnished with these Documents. Do not write on or remove pages from the Bid Form. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid form must be fully completed and executed when submitted. Five (5) copies of the Bid are required. Bid form shall be accompanied by copy of GC license.

Bid prices must be written in both words and numerals; in the event of a conflict, the price as shown in words shall govern.

Bids which are signed for a corporation shall have the correct corporate name thereof as listed with the Office of the Secretary of State of Georgia and shall be executed by the president, vice-president, or other authorized officer of the corporation and attested by the secretary, assistant secretary, or other authorized officer of the corporation with the corporate seal affixed thereto. Bids by any other type of business entity shall be so executed as to bind that particular type of business entity to the full extent allowed under all applicable provisions of Georgia and United States law. A conditional or qualified Bid will not be accepted.

CONDITIONS OF WORK

The Contract Documents contain the provisions required for the construction of the Project. Information obtained from an officer, agent, or employee of the Owner, Engineer, or any other person shall not affect the risks or obligations assumed by the Contractor or relieve the Contractor from fulfilling any of the conditions of the Contract for Construction and General Conditions (the "Contract"). Each Offeror is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. An Offeror shall in no way be relieved from any obligation with respect to the Bid by the failure or omission of the Offeror to be so familiar.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Contract throughout performance of the Work.

REPUTATION OF OFFEROR

The Owner may make such investigations as it deems necessary to determine the ability of the Offeror to perform the Work, and the Offeror shall furnish to the Owner all such information and data for this purpose as the Owner may request.

BID SECURITY

Performance Bond in the amount of 100% of contract value will be required from the successful Contractor.

ADDENDA AND INTERPRETATIONS

No interpretations of the meaning of the Contract Documents will be made orally to any Offeror. Every request for such interpretation should be made in writing and addressed to Owner Representative, Attn: Bennie Rose. Send email to brose@riverdalega.gov. To be given consideration, such requests must be received no later than **September 20, 2016 at 3:00 pm** to permit response and distribution of the response to all Offerors. An Addendum listing all questions and answers will be posted to the City's website at www.riverdalega.gov by **3:00pm Tuesday, September 27, 2016**

MATERIAL SUPPLIERS AND SUBCONTRACTORS

After Bids are opened, all Offerors must supply the names and addresses of major equipment and material suppliers and Subcontractors when requested to do so by the Owner.

CONTRACT DOCUMENTS

Each Offeror is responsible for ascertaining that the Offeror has a complete set of documents and that each page and sheet thereof applies to the correct project and bears the correct date. Neither the Owner nor the Architect assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of documents. The successful Offeror shall use the documents provided by the Owner with no modifications except those agreeable to the Owner.

COMPLIANCE WITH LAWS

All property or services furnished in a Contract resulting from this solicitation shall comply with all applicable Federal, State, and Local laws, codes, and regulations.

LICENSE REQUIREMENTS

At the time the Bid is submitted and throughout the performance of the Work, Offeror shall ensure Offeror and all subcontractors, regardless of tier, possess the appropriate license issued by the State of Georgia Professional Licensing Boards Division for the Work to be performed under the Contract. Owner shall verify Offeror's licensing information prior to awarding the Contract.

INSURANCE

When the selected Offeror has been identified, it will be notified of the necessity to provide the required insurance. Proof of insurance shall be provided within five (5) days of the date of written notification to the Offeror.

- A. The following general requirements apply to any and all work under this contract by all Contractors and Sub-Contractors of any tier.

- (1) Any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of the Owner. Any and all insurance must be on an occurrence basis.

No Contractor or Subcontractor shall commence any work of any kind under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements in each and every contract with each and every subcontractor of any tier and shall require the same to comply with all such requirements.

- (2) The Owner shall be covered as an Additional Insured under any and all insurance required by the contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies.
- (3) The Owner shall be given no less than thirty (30) days prior written notice of cancellation of any policy of insurance required under this agreement. The Owner shall be given not less than thirty (30) days prior written notice of any material changes to any policy of insurance required under this contract.
- (4) Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract, that he is licensed by the State of Georgia to conduct insurance business in the State of Georgia, and that the companies affording insurance coverage are currently licensed by the State of Georgia and are currently in good standing with the Commissioner of Insurance for the State of Georgia.
- (5) Any and all companies providing insurance required by the contract must meet the minimum financial security requirements as set forth below.

For all contracts, regardless of risk, companies providing insurance under this contract must have a current:

- (a) Best's Rating not less than A, and
- (b) Best's Financial Size Category not less than Class AVIII
- (6) In the event the Contractor neglects, refuses, or fails to provide the insurance required by the Contract Documents, or if such insurance is cancelled for any reason, Owner shall have the right, but not the duty, to: (i) procure the same and deduct the cost thereof from monies then due or thereafter to become due to the Contractor; or, (ii) cancel the contract.

B. Worker's Compensation and Employer's Liability Insurance

The contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this contract.

Worker's Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 each employee
Bodily Injury by Disease	\$1,000,000 policy limit

C. Commercial General Liability Insurance

The contractor shall procure and maintain Commercial General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence in aggregate for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance.

- (1) Comprehensive GL Form
- (2) Contractual Insurance
- (3) Personal

- (4) Injury Completed Operations
- (5) Premises Operations -
- (6) Broad Form Property Damage

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Business Automobile Liability Insurance under this contract. Policy coverage must be on an occurrence basis.

D. Health Insurance

The Contractor agrees that any obligation to provide health insurance to the individuals utilized by the Contractor shall be the sole and exclusive responsibility of the Contractor.

E. Business Automobile Liability Insurance

The contract shall procure and maintain Business Automobile Liability Insurance in an amount not less than \$1,000,000.00 combined single limit for bodily injury and property damage. The following extensions of coverage shall be provided and indicated on the certificate of insurance:

- (1) Owned, Hired, Leased, and non-owned vehicles to be covered.

F. Builder's Risk Insurance

Contractor shall provide Builder's Risk Insurance including coverage for the Work, on a replacement cost basis.

G. Hold Harmless Agreement

The Contractor shall Hold Harmless and indemnify Owner from any and all claims, suits, actions, damages, liability and expenses including attorney fees in connection with theft, loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of, or occurring in connection with the performance of this contract, which is the result of the Contractor's action(s) or inaction(s), or which are the result of employees of Contractor or any subcontractor's action(s) or inaction(s) who is hired or retained by the Contractor. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion of omission from any policy of insurance.

CONFLICTS IN TERMS AND CONDITIONS

In a conflict between terms and conditions in any document that will be part of the contract, the most stringent terms and conditions shall govern.

CONTRACT AWARD

The Contract will be awarded to the lowest responsible and responsive offeror whose bid is determined to meet the requirements and criteria set forth in these Instructions to Offerors. The offeror to whom the award is made will be notified at the earliest possible date. The Owner reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its interest. The Owner also reserves the right to afford offerors an opportunity for discussion, negotiation, and revision of bids after submission of bids and prior to award for the purpose of obtaining best and final offers. All responsible offerors submitting bids reasonably susceptible of being selected for award shall be given an opportunity to participate in such discussions, negotiations, and revisions. Each designated Contract will be awarded as a whole to one Offeror.

The successful Offeror to whom the Contract is awarded will be required to execute the Contract and obtain the Performance Bond required within fifteen (15) calendar days from the date when Notice of Award is delivered to that Offeror. The form of Contract will be AIA, A101 Standard Form of Agreement Between Owner and Contractor together with A201 General Conditions of the Contract for Construction. Approval of the Performance Bond by the Owner shall be a condition precedent to execution of the Contract by the Owner. In the event the Bid Price is adjusted by appropriate Change Order, the penal sum of the surety on the Performance Bond shall be deemed increased by like amount. The Notice of Award shall be accompanied by the Contract and Bond forms to be executed.

The Owner, within fifteen (15) days of receipt of an acceptable Performance Bond and Contract signed by the successful Offeror, shall sign and return to the Offeror an executed duplicate of the Contract. Should the Owner not execute the Contract within the allowed period, the successful Offeror may give written notice of intent to withdraw the signed Contract. If ten (10) days after the Owner has received notice of intent to withdraw by the successful Offeror and the Owner has not executed the Contract, the Offeror may by written notice withdraw the signed Contract without further liability on the part of either party. Such notice of withdrawal shall be effective upon receipt of the notice by the Owner.

The Notice To Proceed shall be issued within ten (10) days of Owner's receipt of the Contract executed by the Offeror. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the Owner and Contractor. If the Notice to Proceed has not been issued within the allowed time or within the period mutually agreed upon, the Contractor may terminate the Contract without further liability on the part of either party.

PRE-CONSTRUCTION CONFERENCE

The attention of Offerors is particularly called to the pre-construction conference that will be held with the successful Offeror and all known subcontractors prior to the issuance of a Notice To Proceed. This conference will cover provisions pertaining to schedules, payment requests, submittals, and other items related to the Contract.

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BID FORM

Bid of _____ (hereinafter "Offeror"),
organized and existing under the laws of the State of _____, doing business as _____
_____ (insert "a corporation," "a partnership," or "an
individual" or such other business entity designation as is applicable).

To the City of Riverdale, Georgia (hereinafter "Owner").

In compliance with your Advertisement for Bids, Offeror hereby proposes to perform all Work for the _____
_____ (insert name of Project) in strict accordance
with the Contract Documents within the time set forth therein, and at the prices stated below.

By submission of this Bid, Offeror certifies, and in the case of joint Bid each party thereto certifies as to the
party's own organization that this Bid has been arrived at independently, without consultation,
communication, or agreement as to any matter relating to this Bid with any other Offeror or with any
competitor. Offeror also certifies compliance with the Instructions to Offerors.

Offeror hereby agrees to commence work under this Contract on or before a date to be specified in the
Notice To Proceed and to fully complete the Project within _____ calendar days after the date specified
in the Notice to Proceed. Offeror further agrees to pay the liquidated damages as provided in the Contract
for Construction and Incorporated General Conditions for the reasons given therein.

Offeror acknowledges receipt of the following Addendum: _____

Offeror agrees to perform all the work described in the Contract Documents for the sum of
{ _____ } (written in words),
{ _____ } (written in numbers).

Submitted by:

(NAME OF OFFEROR)

By: _____
(SIGNATURE)

(TITLE)

(DATE)

_____ (SEAL)
(ATTEST)

(DATE)

(ADDRESS)

_____ (LICENSE NUMBER)

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SERIES 00 BIDDING REQUIREMENTS AND CONTRACT FORMS**BIDDING REQUIREMENTS**

BID MANUAL

INSTRUCTIONS TO OFFERORS
BID FORM**CONTRACTING REQUIREMENTS**

Contracting Requirements (including Agreement, General Conditions, Bond, and Certificate Forms) are issued by the Owner under separate cover and are not included in the Bid Manual.

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01250 APPLICATIONS FOR PAYMENT
01330 SUBMITTALS
01731 CUTTING AND PATCHING
01770 PROJECT CLOSEOUT
01790 WARRANTY AND PROJECT RECORDS COMPILED FOR OWNERS DATABASE**DIVISION 02 SITE WORK**
NOT USED**DIVISION 03 CONCRETE**
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NOT USED

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LIST OF DRAWINGS

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ARCHITECTURAL

A0.1 DEMOLITION PLAN
A1.1 NEW WORK – FLOOR PLAN
A1.2 NEW WORK – REFLECTED CEILING PLAN
A3.1 DETAILS & SCHEDULES

END OF SECTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 REFERENCES AND STANDARDS

- A. Applicability: The publications listed in the paragraphs of an individual section shall apply only to the extent referenced within the text of that section. Unless the Contract Documents include more stringent requirements, applicable construction industry standards form a part of these specifications and have the same force and effect as if bound or copied directly into the Contract Documents. Publications are referenced within the text by the basic designation only.
- B. Copies of Standards: Owner or the Architect will not provide copies of references cited within the specifications. Copies may be obtained directly from publication source.

1.3 DEFINITIONS

- A. Furnish: Purchase and deliver to project site, ready for installation.
- B. Install: Unpack, assemble, set in final position, fasten in place, make final connections, clean, adjust, and leave ready for use.
- C. Provide: Furnish and install.
- D. Receive: Accepting a delivery. (Entity responsible for accepting a delivery.)
- E. Final Connections: Complete plumbing, mechanical, and electrical connections as required and recommended by manufacturer for optimum operation of equipment.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of this Contract comprises the general renovation of existing office building.
 - 1. Project Location:
971 WILSON ROAD
RIVERDALE, GA 30296
 - 2. Owner: City of Riverdale

1.5 WORK BY OWNER OR SEPARATE CONTRACTORS

- A. Owner may award separate contracts for work at the Site, which will be executed concurrent with work of this Contract. Consult and cooperate with separate contractors to the full extent provided for in the Conditions of the Contract.

1.6 WORK SEQUENCE

- A. The Work will be conducted in one single phase.

1.7 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other contractors on portions of the Project.

1.8 PRODUCTS ORDERED IN ADVANCE

- A. General: This shall be done solely by the General Contractor unless otherwise instructed by the owner.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
- B. This Section specifies administrative and procedural requirements governing each prime contractor's Applications for Payment.
 - 1. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, Submittal Schedule, and List of Subcontracts.
- C. Related Sections: The following Sections contain requirements that relate to this Section.
 - 1. Schedules: The Contractor's Construction Schedule and Submittal Schedule are specified in Division 1 Section "Submittals."

1.03 SCHEDULE OF VALUES

- A. Coordination: Each prime Contractor shall coordinate preparation of its Schedule of Values for its part of the Work with preparation of the Contractors' Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - a. Contractor's Construction Schedule.
 - b. Application for Payment forms, including Continuation Sheets.
 - c. List of subcontractors.
 - d. Schedule of allowances.
 - e. Schedule of alternates.
 - f. List of products.
 - g. List of principal suppliers and fabricators.
 - h. Schedule of submittals.

2. Submit the Schedule of Values to the Architect at the earliest possible date but no later than 7 days before the date scheduled for submittal of the initial Applications for Payment.
 3. Subschedules: Where Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish the format for the Schedule of Values. Provide at least one line item for each Specification Section.
 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of the Architect.
 - c. Project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value.
 - 1) Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Break principal subcontract amounts down into several line items.
 4. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
 5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. Include requirements for insurance and bonded warehousing, if required.
 6. Provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of

- that part of the Work.
7. Unit-Cost Allowances: Show the line-item value of unit-cost allowances, as a product of the unit cost, multiplied by the measured quantity. Estimate quantities from the best indication in the Contract Documents.
 8. Margins of Cost: Show line items for indirect costs and margins on actual costs only when such items are listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete. Include the total cost and proportionate share of general overhead and profit margin for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at the Contractor's option.
 9. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.04 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
 1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- B. Payment-Application Times: Each progress-payment date is indicated in the Agreement. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment-Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.
- D. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Architect will return incomplete applications without action.
 1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours. One copy

shall be complete, including waivers of lien and similar attachments, when required.

1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to the Architect.

F. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who is lawfully entitled to file a mechanics lien arising out of the Contract and related to the Work covered by the payment.

1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.

2. When an application shows completion of an item, submit final or full waivers.

3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.

4. Waiver Delays: Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the application.

a. Submit final Applications for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.

5. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to the Owner.

G. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal of the first Application for Payment, include the following:

1. List of subcontractors.

2. List of principal suppliers and fabricators.

3. Schedule of Values.

4. Contractor's Construction Schedule (preliminary if not final).

5. Schedule of principal products.

6. Schedule of unit prices.

7. Submittal Schedule (preliminary if not final).

8. List of Contractor's staff assignments.

9. List of Contractor's principal consultants.

10. Copies of building permits.

11. Copies of authorizations and licenses from governing authorities for performance of the Work.

12. Initial progress report.

13. Report of preconstruction meeting.

14. Certificates of insurance and insurance policies.

15. Performance and payment bonds.

16. Data needed to acquire the Owner's insurance.
 17. Initial settlement survey and damage report, if required.
- H. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.
1. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
 2. Administrative actions and submittals that shall precede or coincide with this application include:
 - a. Occupancy permits and similar approvals.
 - b. Warranties (guarantees) and maintenance agreements.
 - c. Maintenance instructions.
 - d. Startup performance reports.
 - e. Changeover information related to Owner's occupancy, use, operation, and maintenance.
 - f. Final cleaning.
 - g. Application for reduction of retainage and consent of surety.
 - h. Advice on shifting insurance coverages.
 - i. Final progress photographs.
 - j. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- I. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
1. Completion of Project closeout requirements.
 2. Completion of items specified for completion after Substantial Completion.
 3. Ensure that unsettled claims will be settled.
 4. Ensure that incomplete Work is not accepted and will be completed without undue delay.
 5. Transmittal of required Project construction records to the Owner.
 6. Proof that taxes, fees, and similar obligations were paid.
 7. Removal of temporary facilities and services.
 8. Removal of surplus materials, rubbish, and similar elements.
 9. Change of door locks to Owner's access.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:
 - 1. Contractor's construction schedule.
 - 2. Submittal schedule.
 - 3. Daily construction reports.
 - 4. Shop Drawings.
 - 5. Product Data.
 - 6. Samples.
 - 7. Quality assurance submittals.
- B. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
 - 1. Permits.
 - 2. Applications for Payment.
 - 3. Performance and payment bonds.
 - 4. Insurance certificates.
 - 5. List of subcontractors.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Applications for Payment" specifies requirements for submittal of the Schedule of Values.
 - 2. Division 1 Section "Coordination" specifies requirements governing preparation and submittal of required Coordination Drawings.
 - 3. Division 1 Section "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.
 - 4. Division 1 Section "Quality Control" specifies requirements for submittal of inspection and test reports.
 - 5. Division 1 Section "Project Closeout" specifies requirements for submittal of Project Record Documents and warranties at project closeout.

1.3 DEFINITIONS

- A. Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or to function as intended.

1. Preparation of Coordination Drawings is specified in Division 1 Section "Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.
- B. Field samples are full-size physical examples erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.
- C. Mockups are full-size assemblies for review of construction, coordination, testing, or operation; they are not Samples.

1.4 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - a. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
 3. Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals.
 - a. Allow 2 weeks for initial review. Allow additional time if the Architect must delay processing to permit coordination with subsequent submittals.
 - b. If an intermediate submittal is necessary, process the same as the initial submittal.
 - c. Allow 2 weeks for reprocessing each submittal.
 - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing.
- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
 1. Provide a space approximately 4 by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
 2. Include the following information on the label for processing and recording action taken.
 - a. Project name.
 - b. Date.

- c. Name and address of the Architect.
 - d. Name and address of the Contractor.
 - e. Name and address of the subcontractor.
 - f. Name and address of the supplier.
 - g. Name of the manufacturer.
 - h. Number and title of appropriate Specification Section.
 - i. Drawing number and detail references, as appropriate.
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the Architect using a transmittal form. The Architect will not accept submittals received from sources other than the Contractor. Electronic submittal will be acceptable in PDF format with the exception of SAMPLES. However, the submittal shall follow the procedures indicated above and below.
1. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.
 2. Transmittal Form: Use AIA Document G810.

1.5 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart-type, contractor's construction schedule. Submit within 30 days after the date established for "Commencement of the Work."
1. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated in the "Schedule of Values."
 2. Within each time bar, indicate estimated completion percentage in 10 percent increments. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion.
 3. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
 4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically the sequences necessary for completion of related portions of the Work.
 5. Coordinate the Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other schedules.
 6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's procedures necessary for certification of Substantial Completion.
- B. Phasing: On the schedule, show how requirements for phased completion to permit Work by separate Contractors and partial occupancy by the Owner affect the sequence of Work.

- C. Work Stages: Indicate important stages of construction for each major portion of the Work, including submittal review, testing, and installation.
- D. Area Separations: Provide a separate time bar to identify each major construction area for each major portion of the Work. Indicate where each element in an area must be sequenced or integrated with other activities.
- E. Cost Correlation: At the head of the schedule, provide a cost correlation line, indicating planned and actual costs. On the line, show dollar volume of Work performed as of the dates used for preparation of payment requests.
 - 1. Refer to Division 1 Section "Applications for Payment" for cost reporting and payment procedures.
- F. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.
 - 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- G. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.6 SUBMITTAL SCHEDULE

- A. After development and acceptance of the Contractor's Construction Schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for submittal of the Contractor's Construction Schedule.
 - 1. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values, and the list of products as well as the Contractor's Construction Schedule.
 - 2. Prepare the schedule in chronological order. Provide the following information:
 - a. Scheduled date for the first submittal.
 - b. Related Section number.
 - c. Submittal category (Shop Drawings, Product Data, or Samples).
 - d. Name of the subcontractor.
 - e. Description of the part of the Work covered.
 - f. Scheduled date for resubmittal.
 - g. Scheduled date for the Architect's final release or approval.
- B. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.
 - 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

- C. Schedule Updating: Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.7 DAILY CONSTRUCTION REPORTS

- A. Prepare a daily construction report recording the following information concerning events at the site, and submit duplicate copies to the Architect at weekly intervals:
 - 1. List of subcontractors at the site.
 - 2. Approximate count of personnel at the site.
 - 3. High and low temperatures, general weather conditions.
 - 4. Accidents and unusual events.
 - 5. Meetings and significant decisions.
 - 6. Stoppages, delays, shortages, and losses.
 - 7. Meter readings and similar recordings.
 - 8. Emergency procedures.
 - 9. Orders and requests of governing authorities.
 - 10. Change Orders received, implemented.
 - 11. Services connected, disconnected.
 - 12. Equipment or system tests and startups.
 - 13. Partial Completions, occupancies.
 - 14. Substantial Completions authorized.

1.8 SHOP DRAWINGS

- A. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:
 - 1. Dimensions.
 - 2. Identification of products and materials included by sheet and detail number.
 - 3. Compliance with specified standards.
 - 4. Notation of coordination requirements.
 - 5. Notation of dimensions established by field measurement.
 - 6. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 36 by 48 inches (890 by 1220 mm).
 - 7. Initial Submittal: Submit 2 blue- or black-line prints for the Architect's review. The Architect will return one print.
 - 9. Final Submittal: Submit 3 blue- or black-line prints; submit 5 prints where required for maintenance manuals. The Architect will retain 2 prints and return the remainder.
 - 10. Do not use Shop Drawings without an appropriate final stamp indicating action taken.

1.9 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.
1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:
 - a. Manufacturer's printed recommendations.
 - b. Compliance with trade association standards.
 - c. Compliance with recognized testing agency standards.
 - d. Application of testing agency labels and seals.
 - e. Notation of dimensions verified by field measurement.
 - f. Notation of coordination requirements.
 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
 3. Preliminary Submittal: Submit a preliminary single copy of Product Data where selection of options is required.
 4. Submittals: Submit 5 copies of each required submittal; submit 4 copies where required for maintenance manuals. The Architect will retain one and will return the other marked with action taken and corrections or modifications required.
 - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 5. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation until a copy of Product Data is in the Installer's possession.
 - b. Do not permit use of unmarked copies of Product Data in connection with construction.

1.10 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
1. Mount or display Samples in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's sample. Include the following:
 - a. Specification Section number and reference.
 - b. Generic description of the Sample.
 - c. Sample source.
 - d. Product name or name of the manufacturer.
 - e. Compliance with recognized standards.

- f. Availability and delivery time.
- 2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
 - a. Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.
 - b. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
 - c. Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
 - d. Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
- 3. Preliminary Submittals: Submit a full set of choices where Samples are submitted for selection of color, pattern, texture, or similar characteristics from a range of standard choices.
 - a. The Architect will review and return preliminary submittals with the Architect's notation, indicating selection and other action.
- 4. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit 5 sets. The Architect will return 2 sets marked with the action taken.
- 5. Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.
 - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
 - 1. Field samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.
 - a. Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

1.11

QUALITY ASSURANCE SUBMITTALS

- A. Submit quality-control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other Sections of the Specifications, or on Drawings if not in Master Specification book.
- B. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.
 - 1. Signature: Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.
- C. Inspection and Test Reports: Requirements for submittal of inspection and test reports from independent testing agencies are specified in Division 1 Section "Quality Control."

1.12 ARCHITECT'S ACTION

- A. Except for submittals for the record or information, where action and return is required, the Architect will review each submittal, mark to indicate action taken, and return promptly.
 - 1. Compliance with specified characteristics is the Contractor's responsibility.
- B. Action Stamp: The Architect will stamp each submittal with a uniform, action stamp. The Architect will mark the stamp appropriately to indicate the action taken, as follows:
 - 1. Final Unrestricted Release: When the Architect marks a submittal "No Exceptions Taken," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
 - 2. Final-But-Restricted Release: When the Architect marks a submittal "Exceptions as Noted," the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
 - 3. Returned for Resubmittal: When the Architect marks a submittal "Revise and Resubmit," do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.
 - a. Do not use, or allow others to use, submittals marked "Revise and Resubmit" at the Project Site or elsewhere where Work is in progress.
 - 4. Not Approved: When the Architect marks a submittal "Rejected" do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Prepare a new submittal.
 - a. Do not use, or allow others to use, submittals marked "Rejected" at the Project Site or elsewhere where Work is in progress.
 - 5. Supplementary Submittal: When the Architect marks a submittal "Submit Specified Item" submit the exact item as indicated in Contract Documents.

- 6. Other Action: Where a submittal is for information or record purposes or special processing or other activity, the Architect will return the submittal to sender without action.
- C. Unsolicited Submittals: The Architect will discard unsolicited submittals without action and notify sender in writing (including email) that submittal was unsolicited.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for cutting and patching.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Coordination" for procedures for coordinating cutting and patching with other construction activities.
 - 2. Division 2 Section "Selective Structure Demolition" for demolition of selected portions of the building for alterations.
 - 3. Refer to other Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

1.03 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures well in advance of the time cutting and patching will be performed if the Owner requires approval of these procedures before proceeding. Request approval to proceed. Include the following information, as applicable, in the proposal:
 - 1. Describe the extent of cutting and patching required. Show how it will be performed and indicate why it cannot be avoided.
 - 2. Describe anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
 - 3. List products to be used and firms or entities that will perform Work.
 - 4. Indicate dates when cutting and patching will be performed.
 - 5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
 - 6. Where cutting and patching involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with the original structure.
 - 7. Approval by the Architect to proceed with cutting and patching does not waive the Architect's right to later require complete removal and replacement of unsatisfactory work.

1.04 QUALITY ASSURANCE

- A. Requirements for Structural Work: Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio.
1. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements:
 - a. Bearing and retaining walls.
 - b. Structural concrete.
 - c. Structural steel.
 - d. Lintels.
 - e. Timber and primary wood framing.
 - f. Structural decking.
 - g. Miscellaneous structural metals.
 - h. Equipment supports.
 - i. Piping, ductwork, vessels, and equipment.
- B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.
1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:
 - a. Primary operational systems and equipment.
 - b. Air or smoke barriers.
 - c. Water, moisture, or vapor barriers.
 - d. Membranes and flashings.
 - e. Fire protection systems.
 - f. Noise and vibration control elements and systems.
 - g. Control systems.
 - h. Electrical wiring systems.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the Architect's opinion, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction cut and patched in a visually unsatisfactory manner.
1. If possible retain the original Installer or fabricator to cut and patch the exposed Work listed below. If it is impossible to engage the original Installer or fabricator, engage another recognized experienced and specialized firm.

PART 2 – PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 INSPECTION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.
 - 1. Before proceeding, meet at the Project Site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

3.02 PREPARATION

- A. Temporary Support: Provide temporary support of work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Avoid cutting existing pipe, conduit, or ductwork serving the building but scheduled to be removed or relocated (if necessary) until provisions have been made to bypass them.

3.03 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.
 - 1. Cutting: Cut existing construction using methods least likely to damage elements retained or adjoining construction.
 - 2. In general, where cutting, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 3. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
 - 4. Cut through concrete using a cutting machine, such as a Carborundum saw or a diamond-core drill.

5. Comply with requirements of applicable Division 2 Sections where cutting and patching requires excavating and backfilling.
 6. Where services are required to be removed, relocated, or abandoned, by-pass utility services, such as pipe or conduit, before cutting. Cut-off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.
- B. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
- C. Warranty: Manufacturers' Watertight Roofing System
1. Contractor's responsibility to maintain Johns Manville PVC Membrane 5" ENERGY 3 Polyisocyanurate Insulation existing roofing material 15 yr warranty at all times during the cutting/patching process.
 2. Copy of warranty included in this section for reference.

3.04 CLEANING

- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY:

- A. Related Documents:
 - 1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to work of this Section.
- B. Section Includes
 - 1. Descriptions of Requirements.
 - 2. Closeout Procedures.
 - 3. Final Closeout Submittals.
 - 4. Project Record Documents.
 - 5. Operations and Maintenance Data.
 - 6. Warranties and Bonds.

1.2 DESCRIPTION OF REQUIREMENTS:

- A. Definitions:
 - 1. Project closeout is the term used to describe certain collective project requirements, indicating completion of the work that are to be fulfilled near the end of the Contract time in preparation for final acceptance and occupancy of the work by the Owner, as well as final payment to the Contractor and the normal termination of the Contract.
 - 2. Substantial Completion shall be the term as defined by the Contract, including General and Supplemental Conditions.
 - 3. Final Completion shall be the term as defined by the Contract, including General and Supplemental Conditions.
- B. Time of closeout is directly related to "Substantial Completion"; therefore, the time of closeout may be either a single time period for the entire work or a series of time periods for individual elements of the work (phases) that have been certified as substantially complete at different dates. This time variation, if any, shall be applicable to the other provisions of this section.

1.3 CLOSEOUT PROCEDURES:

- A. General: Comply with closeout submittal requirements defined within individual Sections. Submittal procedures described herein shall apply unless described in individual Sections.
- B. Complete all work covered in the Contract Documents before requesting the Architect/Engineer's inspection for certification of substantial completion, either for the entire work or for portions of the work.

- C. When Contractor considers Work to be Substantially Complete, submit written certification to Owner's Representative and Architect as follows:
 - 1. Contract Documents have been reviewed.
 - 2. Work has been inspected.
 - 3. Work is complete in accordance with Contract Documents.
 - 4. Work is ready for inspection.
 - 5. Request the Architect/Engineer's inspection for certification of substantial completion. Provide a punch list of known exceptions (a comprehensive list of items to be completed or corrected prior to final payment) in the request.
- D. Substantial Completion Inspection: Upon receipt of Contractors written certification and request for the Architect/Engineer's inspection for certification of substantial completion, the Architect/Engineer shall make an inspection to determine whether or not the Work is substantially complete.
 - 1. If Architect's inspection discloses any item which is not sufficiently complete in accordance with the Contract Documents:
 - a. A certificate of Substantial completion will not be issued.
 - b. The Architect will provide the Contractor a list of items that shall be completed or corrected in order to achieve Substantial Completion.
 - c. The Contractor shall promptly complete or correct all items indicated in order to achieve Substantial Completion.
 - d. Contractor shall provide to Architect documented evidence of items completed in the format acceptable to Architect.
 - 2. When Work is substantially complete, the Architect will prepare and submit the Certificate of Substantial Completion in accordance with the Contract.
- E. In the progress payment following the date substantial completion complete the administrative actions and submittals indicated in Section 01250 for Application for payment at Substantial Completion.
 - 1. Include supporting documentation for completion as indicated in these contract documents.
 - 2. Submit a statement showing an accounting of changes to the Contract Sum.
 - 3. Advise Owner of pending insurance changeover requirements.
 - 4. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents, and test and balance reports
 - 5. Obtain and submit releases enabling the Owner's full, unrestricted use of the work and access to services and utilities. Where required, include occupancy permits, operating certificates, and similar releases.
 - 6. Deliver extra stock of material and similar physical items to the Owner.

7. Make the final changeover of locks and transmit the keys to the Owner. Advise the Owner's personnel of the changeover in security provisions.
 8. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities and services from the project site, along with construction tools and facilities, mockups, and similar elements.
 9. Complete final cleaning up requirements, including touch-up painting of marred surfaces.
 10. Touch-up and otherwise repair and restore marred exposed finishes.
 11. Inspection Procedures: See General and Supplementary Conditions.
- F. Final Inspection: Upon receipt of Contractors written notice that Work, including punch list items resulting from earlier inspection, has been completed and is ready for final inspection and acceptance and having received the final Application for payment, the Architect will make an inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will issue the Final Certificate of Payment.
- G. Reinspection Procedures: The Architect/Engineer will reinspect the Work upon receipt of the Contractor's notice that the Work, including punch-list items resulting from earlier inspection, has been completed, except for these items whose completion has been delayed because of circumstances that are acceptable to the Architect./Engineer.
1. Upon completion of reinspection, the Architect/Engineer will either recommend of final acceptance to the Owner, advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled, but are required for final acceptance.
 2. If necessary, the reinspection procedure will be repeated. All reinspections by the Architect/Engineer from this point are considered additional services, and shall be performed at the expense of the Contractor.

1.4 FINAL CLOSEOUT SUBMITTALS:

- A. General Closeout Submittals: Complete the following before requesting the Architect/Engineer's final inspection for recommendation of final acceptance and final payment as required by the General Conditions. List known exceptions, if any, in the request.
- B. Specific Closeout Submittals: Closeout submittals are submittals specified in the individual sections as "Closeout" and shall not be otherwise considered a closeout document regardless of the type of submittal. Submittals not classified as a closeout submittal shall be considered a regular submittal under the provisions of Section 01330. For example: Maintenance Data may, or may not, be classified as a closeout unless specifically identified as a closeout in the individual section Part 1 SUBMITTAL paragraph.

- C. Unless otherwise specified in the individual sections, submit closeout submittals to the Owner within 90 days after Substantial Completion of the Work.
- D. All closeout documents specified in the individual sections shall be submitted. Specific documents listed below shall be included separately in hard copy format and an Electronic Closeout Document Submission as specified hereinafter.
- E. Final closeout submittals shall be received and approved by Owner before final application for payment will be approved.
 - 1. Submit the final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 - 2. Submit a certified copy of the Architect/Engineer's final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.
 - 3. Submit final meter readings for utilities, a measured record of stored fuel, and similar data either as of the date of Substantial Completion, or else when the Owner took possession of and responsibility for corresponding elements of the Work.
 - 4. Submit consent of surety to final payment, AIA Document G707, (4 copies with original signatures).
 - 5. Submit a final liquidated damages settlement statement, acceptable to the Owner.
 - 6. Submit Statutory Affidavit (4 copies with original signatures).
 - 7. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - 8. Submit Certificate and Release (4 copies with original signatures).

1.5 ELECTRONIC CLOSEOUT DOCUMENT SUBMISSION:

- A. Submit 2 sets of CD's of all documents provided in closeout submittal package.
- B. If Contractor fails to provide a fully completed Electronic Closeout Document Submission within 90 days after Substantial Completion of the Work, then Contractor agrees to pay Owner the sum of \$250.00 per day, as liquidated damages and not as a penalty, until the fully completed Electronic Closeout Document Submission is received and approved by Architect.
- C. Contractor shall upload of specific project information to database referenced in section 01790.

- D. Architect's/Engineer's review of the closeout submittal package shall be limited to (2) two reviews as part of basic services. Additional reviews shall be performed at the expense of the Contractor.

1.6 PROJECT RECORD DOCUMENTS:

- A. General: Specific requirements for record documents are indicated in the individual sections of these specifications. Other requirements are indicated in the General and Supplementary Conditions. General submittal requirements are indicated in the various "submittals" sections.
 - 1. Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Architect's and Clerk-of-the-Work's reference during normal working hours.
- B. Maintain on site one set of the following record documents. Record actual revisions to the Work.
 - 1. Contract Drawings.
 - 2. Specifications
 - 3. Addenda
 - 4. Change Orders and other Modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
- C. Maintain Record Documents separate from documents used for construction.
- D. As-built Record Documents and Shop Drawings: Record as-builts shall be maintained and submitted for the primary purpose of recording the locations for concealed interior and exterior underground utilities as specified in the individual specifications. Legibly record actual measured horizontal and vertical locations of interior and exterior underground utilities and appurtenances, referenced to permanent surface improvements. Mark up the set of record documents to show the actual installation where the installation work varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing the actual "field" condition fully and accurately; however, where Shop Drawings are used for markup, record a cross-reference at the corresponding location on the working drawings. Give particular attention to concealed work that would be difficult to measure and record at a later date
 - 1. Mark record sets with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of the work.
 - 2. Mark-up new information which is known to be important to the Owner, but for some reason was not shown on either Contract Drawings or Shop Drawings.
 - 3. Note related change-order numbers where applicable.
 - 4. Organize record drawing sheets into manageable sets, bind with durable-paper cover sheets; and print suitable titles, dates, and other identification on the cover of each set.
- E. Record required as-built information concurrent with construction progress. Do not permanently conceal work until required information has been recorded.

- F. At Project completion, the Contractor shall place one set the Record Documents (including Building and Civil Record Drawings, Specifications, Addenda, and Change Orders) enclosed in a plastic pipe tube (fixed cap at one end and a threaded-cap on the other end) for storage in the Electrical Room.

1.7 OPERATION AND MAINTENANCE DATA:

- A. Manuals: Organize operating and maintenance data into at least three (3) suitable sets of manageable size. Bind data into individual binders, properly identified and indexed. Bind each set of data in heavy-duty, 2-inch, 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on both front and spine of each binder.
- B. Include the following types of information in operation and maintenance manuals:
1. Emergency instructions.
 2. Spare parts list.
 3. Copies of warranties.
 4. Wiring diagrams.
 5. Recommended "turn-around" cycles.
 6. Inspection procedures.
 7. Shop Drawings and Product Data.
 8. Additional requirements specified in Mechanical and Electrical Divisions.

1.8 WARRANTIES AND BONDS:

- A. Submit required warranties and bonds
1. Assemble documents from Subcontractors, suppliers, and manufacturers.
 2. For equipment put into use with Owner's acceptance during construction, submit within ten days after first operation, listing date of acceptance as start of warranty period.
 3. For items of Work delayed materially beyond Date of Substantial Completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 CLOSEOUT TRAINING, DEMONSTRATION, AND INSTRUCTIONS:

- A. General Operation and Maintenance Instructions: Arrange for each Installer of operating equipment and other work that requires regular or continuing maintenance, to meet at the site with the Owner's personnel and Clerk-of-the-works to provide necessary basic instruction in proper operation and maintenance of the entire work. Where installers are not experienced in the required procedures, include instruction by the manufacturer's representatives.
1. As part of this instruction, provide a detailed review of the following items:

- a) Maintenance manuals.
- b) Record documents.
- c) Spare parts and materials.
- d) Identification systems.
- e) Control sequences.
- f) Hazards.
- g) Cleaning.
- h) Warranties and bonds maintenance agreements and similar continuing commitments.

B. As part of this instruction for operating equipment, demonstrate the following procedures:

- 1. Startup.
- 2. Shutdown.
- 3. Emergency operations.
- 4. Noise and vibration adjustments.
- 5. Safety procedures.
- 6. Economy and efficiency adjustments.
- 7. Effective energy utilization.

3.2 FINAL CLEANING:

A. General: Special cleaning requirements for specific units of work are included in the appropriate sections of the other Divisions of the Specifications. General cleaning during the regular progress of the work is required by the General Conditions and is also included under Section 01500 – TEMPORARY FACILITIES AND CONTROLS.

B. Cleaning: Provide final cleaning of the work at the time indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of work to the condition expected from a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions for operations.

- 1. Complete the following cleaning operations before requesting the Architect/Engineer's inspection for final acceptance or certification of Substantial Completion.
- 2. Remove labels which are not required as permanent labels.
- 3. Clean transparent materials, including mirrors and glass in doors and windows, to a polished condition. Remove putty and other substances which are noticeable as vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
- 4. Clean exposed exterior and interior hard-surfaced finishes to a condition that is free of dust, stains, films, and similar noticeable distracting substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
- 5. Wipe surfaces of mechanical and electrical equipment clean. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.

6. Clean the project site, including landscape development areas, of rubbish, litter, and other foreign substances. Sweep paved areas to a broom clean condition; remove stains, spills, and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface.
- C. Removal of Protection: Except as otherwise indicated or requested by the Architect/Engineer, remove temporary protection devices and facilities which were installed during the course of the work to protect previously completed work during the remainder of the construction period.
- D. Compliance: Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at the site. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile or other harmful or dangerous materials into drainage system. Remove waste materials from the site and dispose of in a lawful manner.
1. Where extra materials of value remaining after completion of associated work have become the Owner's property, dispose of these materials to the Owner's best advantage as directed.

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY:

- A. Work covered in this section includes:
 - 1. Requirements for electronic submittal of Warranties, Project Records and Project Related Data.
 - 2. Contractor Warranty Form
 - 3. Subcontractor or Installer Warranty Form
 - 4. Contractor Self Performing Trade Work or Installation Warranty Form
 - 5. Contractor Affidavit Certifying that Specific Requested Documentation is Not Applicable
 - 6. Contractor Exit Affidavit
- B. Related Sections
 - 1. Section 01770 Project Closeout.
 - 2. Section 01740 Warranties.

1.2 DESCRIPTION OF REQUIREMENTS:

- A. General: Where the Contract Documents require submittals as directed by the Owner, Architect or other Owner's Representative, those items shall be submitted as otherwise directed. This section refers to data required from the Contractor to populate the Owner's electronic project database and provides instructions for the collection of select project documents and data in electronic form. Those select items are listed below in this Section. Items listed in this Section may be the same, similar or related to items requested by others or as otherwise indicated in the Contract documents. The Contractor may request of others collecting documentation on behalf of the Owner, if items required by this Section will suffice in whole or in part as substitution for items otherwise requested. Items of this Section shall be provided as directed in this Section. Waiver or substitution of items required by this Section is not allowed.

1.3 SUBMITTAL PROCESS:

- A. General: Documents and data collected for the project are electronic in nature. Contractor shall have access to the internet to fulfill the requirements of this Section. Within five (5) days of Contract execution, Contractor shall register himself as a user of the system by going to the website www.FDT4contractors.com, by emailing to contractorsupport@fdtech1.com or by calling 1-844-fdtech1. Once registered, the Contractor may access his Dashboard. Project may be shown on the Dashboard if previously set up by the Owner. If project is not shown, follow the instructions to Add a Project.

1.3 ELECTRONIC FORMS:

- A. General: Upon access to the Owner's Database, Contractor shall be asked to complete electronic forms. Follow instructions to complete required electronic forms. Applicable electronic data forms from the following list shall be completed by Contractor. List is subject to change.
 - 1. Contractor Information.

2. General Project Information
3. Project Details
4. Area of Work
5. Contract Documents
6. Permits
7. Photos
8. Subcontractors of Installers
9. Product Information
10. GC and Installer Warranties
11. Change Orders and Other Contract Documents
12. As-builts
13. Test
14. Closeout Dates

1.4 ELECTRONIC SUBMITTALS:

- A. The following minimum documents shall be electronically provided by Contractor into the electronic database.
 1. All required permits (Building Permit, Site Development Permit, Mechanical Permit, Electrical Permit, Plumbing Permit, Right-of-Way Permit, Fire Systems Permit, any other permits obtained in the performance of the Project).
 2. Fully Executed Contract Documents complete with all attachments (Contract, General Conditions, Supplementary Conditions, Contract Drawings, Contract Specifications, Addenda, Fully Executed Change Orders and Change Directives, all other documents that constitute amendments to Contract).
 3. As-built Plans.
 4. All test reports (Test & Balance, Concrete, all other test reports).
 5. Certificate of Completion or Certificate of Occupancy.
 6. Sub-Contractor and Installer list complete with Company Name, Contact Person, Address, email, phone and fax.
 7. Substantial Completion form, fully executed.

8. Final Completion form, fully executed.
 9. Project Photos
 10. Product Data
 11. Operation and Maintenance documents, submitted as separate electronic file per item
 12. Manufacturer Warranties, fully executed, project specific, submitted as separate electronic file per item
 13. Tests
 14. Contractor Warranty Form, fully executed
 15. Subcontractor of Installer Warranty forms, fully executed, submitted as separate electronic file per item
 16. Contractor Self Performing Trade Work or Installation Warranty Form.
 17. Manufacturer Warranties, fully executed, project specific, submitted as separate electronic file per item.
 18. Contractor Affidavit Certifying that Requested Documentation is Not Applicable, per document where applicable, fully executed.
 19. Contractor Exit Affidavit, fully executed.
 20. Completed Electronic Forms provided in the database.
- B. Format: Uploaded documents shall be provided in *.pdf format, with the exception of photos. Photos shall be submitted as *.jpg.
- C. Size: *.pdf shall be no larger than size indicated by the system instructions. *.jpg shall be no larger than size indicated by the system instructions.

- D. Final Naming: File names shall representative of the document therein. File names shall be no longer than fifteen (15) characters. Other file naming instructions may be applicable as indicated in the database.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 TIME:

- A. Contractor shall register to enter the electronic database within 5 days of Contract Execution.
- B. Contractor shall complete Sections 1 through 5 of the electronic forms within 10 days of Contract Execution. Those sections are entitled, Contractor Information, General Project Information, Project Details, Areas of Work and Contract Documents
- C. Contractor shall submit permit information and upload permit documents within 5 days of receipt of permits.
- D. Contractor shall submit minimum 5 existing conditions photos in Section 7 of the electronic forms within 15 days of Contract Execution.
- E. Contractor shall enter subcontractors and installers into database within 5 days of engaging said sub-contractor or installer to work on Owner's site.
- F. Contractor shall begin submitting all other data as early as it is available.
- G. Contractor shall complete all submittals of this Section as a pre-requisite to project close-out for this project.

END OF SECTION

CONTRACTOR WARRANTY FORM

PROJECT:

LOCATION:

OWNER:

I/We, _____ (Company under Contract with Owner), Contractor for the above referenced project, do hereby warrant that all labor and work performed are in accord with Contract Documents and are of professional quality and all materials and equipment furnished are of good quality and new unless otherwise allowed in the Contract Documents. Contractor warrants all will be free from defects due to defective materials or workmanship for a period of one year from Date of Substantial Completion or other Date of Acceptance as approved by the Owner. Contractor further warrants that workmanship or installation shall not result in void of warranty by any manufacturer of products or equipment installed. Such additional guarantee by the Contractor regarding manufacturer's warranties shall survive for the full term of the manufacturer's warranty, which may be beyond the one year indicated in the standard Contractor warranty period.

This warranty commences on _____ (Date Accepted by Owner). The warranty expires on midnight _____ (One year from Date Accepted by Owner), EXCEPT where any work of Contractor results in void of manufacturer's warranty. The Contractor shall additionally warrant the work to a period consistent with the warranty term of the applicable manufacturer's warranty in the case where Contractor's work under the contract is found to have caused a manufacturer's warranty to be voided.

Should any defect develop during the warranty period due to improper materials, workmanship or arrangement, the same, including adjacent work displaced, shall be made good by the undersigned at no expense to the Owner.

The Owner will give Contractor written notice of defective work. Where the Contractor fails to correct defective work within 30 days after receiving written notice, the Owner may, if he chooses, correct defects and charge Contractor costs for such correction. Contractor agrees to pay such charges upon demand from the Owner.

Nothing in the above shall be deemed to apply to work which has been abused, neglected or otherwise misused or unmaintained by the Owner, representatives of the Owner or others.

Guarantor: _____
(Contractor under contract with Owner)

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____
(Above Named indicates he/she is an authorized representative of Guarantor):

Notary Public: _____

My Commission Expires _____

This _____ day of _____, 20____.

END OF FORM

SUBCONTRACTOR OR INSTALLER WARRANTY FORM

PROJECT:

LOCATION:

OWNER:

I/We, _____ {Company Name} _____, Subcontractor to
(Company Name of General Contractor) for _____ (List one trade only. Use additional sheets for more
trades) _____; as described in Specification Section(s)
_____ (List Appropriate Sections of Specifications, as applicable) _____ do hereby warrant that all labor and work
performed are in accord with Contract Documents and are of professional quality and all materials and equipment
furnished are of good quality and new unless otherwise allowed in the Contract Documents. Sub-contractor warrants
all will be free from defects due to defective materials or workmanship for a period of
_____ year(s) from Date of Substantial Completion or other Date of Acceptance as approved by the Owner. Sub-contractor
further warrants that workmanship or installation shall not result in void of warranty by any manufacturer of products
or equipment installed. Such additional guarantee by the Sub-contractor regarding manufacturer's warranties shall
survive for the full term of the manufacturer's warranty, which may be beyond the year(s) indicated in the standard
Sub-contractor warranty period indicated above.

This warranty commences on _____ (Date Accepted by Owner) _____. The warranty
expires on midnight _____ () year(s) from Date Accepted by Owner _____, EXCEPT
where any work of sub-contractor results in void of manufacturer's warranty. The Sub-contractor shall additionally
warrant the work to a period consistent with the warranty term of the applicable manufacturer's warranty in the case
where Sub-contractor's work is found to have caused a manufacturer's warranty to be voided.

Should any defect develop during the warranty period due to improper materials, workmanship or arrangement, the
same, including adjacent work displaced, shall be made good by the undersigned at no expense to the Owner.
The Owner will give Sub-contractor written notice of defective work. Where the Sub-contractor fails to correct
defective work within 30 days after receiving written notice, the Owner may, if he chooses, correct defects and charge
sub-contractor costs for such correction. Contractor and Subcontractor individually and collectively agree to pay such
charges upon demand from the Owner.
Nothing in the above shall be deemed to apply to work which has been abused, neglected or otherwise misused or
unmaintained by the Owner, representatives of the Owner or others.

Guarantor: _____
(Subcontractor or Installer)

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____
(Above Named Signatories indicate he/she are authorized representative of Respective Guarantors)

Guarantor: _____
(General Contractor)

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____

Notary Public: _____

My Commission Expires _____

This _____ day of _____, 20____.

END OF FORM

CONTRACTOR SELF PERFORMING TRADE WORK OR INSTALLATION WARRANTY FORM

PROJECT:

LOCATION:

OWNER:

I/We, _____ (General Contractor Company Name) , have SELF PERFORMED the specific trade work and/or Installation for _____ (List ONE trade only. Use additional sheets for more trades) ; as described in Specification Section(s) _____ (List Appropriate Sections of Specifications, as applicable) do hereby warrant that all labor and work performed are in accord with Contract Documents and are of professional quality and all materials and equipment furnished are of good quality and new unless otherwise allowed in the Contract Documents. Sub-contractor warrants all will be free from defects due to defective materials or workmanship for a period of _____ year(s) from Date of Substantial Completion or other Date of Acceptance as approved by the Owner. Contractor further warrants that workmanship or installation shall not result in void of warranty by any manufacturer of products or equipment installed. Such additional guarantee by the Contractor regarding manufacturer's warranties shall survive for the full term of the manufacturer's warranty, which may be beyond the year(s) indicated in the standard Sub-contractor warranty period indicated above.

This warranty commences on _____ (Date Accepted by Owner) . The warranty expires on midnight _____ () year(s) from Date Accepted by Owner , EXCEPT where any work of Contractor results in void of manufacturer's warranty. The Contractor shall additionally warrant the work to a period consistent with the warranty term of the applicable manufacturer's warranty in the case where Sub-contractor's work under is found to have caused a manufacturer's warranty to be voided.

Should any defect develop during the warranty period due to improper materials, workmanship or arrangement, the same, including adjacent work displaced, shall be made good by the undersigned at no expense to the Owner. The Owner will give Contractor written notice of defective work. Where the Contractor fails to correct defective work within 30 days after receiving written notice, the Owner may, if he chooses, correct defects and charge Contractor costs for such correction. Contractor agrees to pay such charges upon demand from the Owner.

Nothing in the above shall be deemed to apply to work which has been abused, neglected or otherwise misused or unmaintained by the Owner, representatives of the Owner or others.

Guarantor: _____
(Contractor)

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____
(Above Named Signatory indicates he/she is the authorized representative of Guarantor)

Notary Public: _____

My Commission Expires _____
This _____ day of _____, 20__.

END OF FORM

CONTRACTOR AFFIDAVIT CERTIFYING THAT REQUESTED SPECIFIC DOCUMENTATION IS NOT APPLICABLE

PROJECT:

LOCATION:

OWNER:

I/We, _____ (Contractor Company Name) , Contractor for the above referenced project, do hereby warrant that , _____ (Title of Specific Document or Item, Enter ONE document or Item per Affidavit. Use additional sheets if other documents or items apply) was requested by the data collection system is Not Applicable to the Project indicated above. The specific document or item requested is Not Applicable because

(Enter all relevant details as to why the above named document or item is not applicable).

Affiant: _____
(Contractor)

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____
(Above Named Signatory indicates he/she is the authorized representative of Guarantor)

Notary Public: _____

My Commission Expires _____
This _____ day of _____, 20____.

END OF DOCUMENT

CONTRACTOR EXIT AFFIDAVIT

PROJECT:

LOCATION:

OWNER:

I/We, _____ (Contractor Company Name) , Contractor for the above referenced project, do hereby warrant the following:

1. That CONTRACTOR WARRANTY has been properly executed and submitted by Contractor.
2. That all sub-contractors and Installers who have provided services on the project have properly executed a SUBCONTRACTOR OR INSTALLER WARRANTY as necessary for each area of work and that each has been submitted by Contractor.
3. That where Contractor Self-Performed trade work or installation, a properly executed CONTRACTOR SELF PERFORMING TRADE WORK OR INSTALLATION WARRANTY has be completed and submitted by Contractor
4. That all requested Manufacturer's Warranties have been prepared specific for this project and submitted by Contractor.
5. That Operations and Maintenance manuals have been provided for all project elements
6. That designated Owner Representative have been appropriately trained on the operation of all equipment and systems
7. That spare parts and excess materials have been provided to designated Owner Representative, where required
8. That all requested or required data has been provided for storage on the Owner's electronic database.
9. That all information and documentation provided on products and services is complete and correct to the Contractor's knowledge.

Affiant: _____
(Contractor)

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____
(Above Named Signatory indicates he/she is the authorized representative of Guarantor)

Notary Public: _____

My Commission Expires _____
This _____ **day of** _____, 20__.

END OF DOCUMENT